



	No. 18-05
Subject: Reporting Past Year Budgetary Information	Date Issued: 08/01/2018
References: Budget Letter 18-14	Expires:

PURPOSE:

This CALSTARS Operations Memo provides departments with information about the file/information used to help prepare the past year expenditure and revenue updates required for the Hyperion budget system.

BACKGROUND:

The Governor's Budget preparation process requires departments to update past year expenditure and revenue data in Hyperion to reflect actuals. Departments should inform Department of Finance budget analysts once data is updated and available in "GB Exchange" version in Hyperion. In Hyperion, past year expenditure data is required at a lower level than what's provided in the CALSTARS B06 report.

To assist departments in preparing the past year budgetary expenditure information, CALSTARS will provide a Past Year Expenditures file. This file will link the Program Level information (Program, Element, Component, and Task) from the Appropriation Symbol (AS) Table to the Fund, Enactment Year (ENY), Category, Object, and Object Detail from the Operating (OP) File to arrive at the budgetary expenditures. Alternatively, this data can be summarized using the CALSTARS Q35 report.

REQUIRED BY DEPARTMENTS:

After completing the year-end financial reports, departments can request the CALSTARS Past Year Expenditures (HD) file on the G.2 screen (Attachment A). Departments will download the comma delimited file from the OTech Time Sharing Option and open it in Excel (Attachment B).

This file is extracted from the OP File. The budgetary expenditures are calculated by using expenditures (GL9000 PY13 bucket) plus the encumbrances (GL6150 and GL6151 PY13 bucket) minus the prior year encumbrance reversals (GL6150 and GL6151 PY1 bucket). The data is summarized by OP Org Code, OP Reference, OP Fund, OP ENY, AS Program, AS Element, AS Component, and AS Task.

The Object of Expenditure codes in the CALSTARS Past Year Expenditures file will be translated to the appropriate account category codes in Hyperion.

The Legacy to Hyperion Code Translation for Past Year Update translation table is available on Finance's website at http://www.dof.ca.gov/Budget/Fiscal_Resources_For_Budget/.

Departments will enter or upload the expenditure adjustments into the Hyperion as described in Budget Letter 18-14.

Revenues, Transfers, and Loans (RTLs) can be obtained from the CALSTARS Q24 Report ordered at the PY, 0,0,1,2 level. This report should be ordered **before** YEC/YEO but **after** year-end financial reports are completed.

If you have any questions, please e-mail CALSTARS System Support Unit at CALSTARS@dof.ca.gov.

/s/Larry Satter

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Attachments